

CAPITAL COMMUNITY COLLEGE
JOB OPPORTUNITY
Job Developer/Placement Coordinator
TAACCCT/NRC Federal Grant, Special Appointment
12 month, 17.5 hours a week (part time, benefits eligible)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 950 Main Street, Hartford, CT 06103
Hours: Part-Time, 17.5 hours a week
Salary: \$28.88 per hour
Closing Date: July 27, 2015

General Knowledge,

Skills and Ability: Bachelor's degree in relevant field with two to five years of experience applying activities related to college job development and job placement. Substantial knowledge and abilities in job placement and recruiting, career advising or counseling, marketing, information technology literacy skills, and grant monitoring and reporting skills. Effective oral and written communication skills and ability to work effectively with diverse populations and non-traditional students. Demonstrated proficiency in the use of Microsoft Office suite. Experience in data management systems, federal grants, Department of Labor or Workforce Investment Boards preferred.

General Experience: As part of the Northeast Resiliency Consortium (NRC) TAACCCT grant funded by the Department of Labor, Capital Community College has developed new credit programs in green Construction Management and Architecture Engineering Technology, as well as new Information Technology programs in Mobile Application Development and Cybersecurity. The primary role of the Job Developer/Placement coordinator is the development of employment opportunities for NRC students to meet our placement goals. This includes marketing career programs to employers and students, mentoring and working with students to increase their job resiliency skills - including resume development and holding workshops on various topics such as interviewing skills. The Job Developer will have extensive relationships with employers in private industry, government and with college faculty and students and will network with local businesses to provide internship and job placement for our students on graduation. The Coordinator will work under the direction of the grant Project Director and will work collaboratively with the Director of Career Services. The position may lead support staff or student workers as assigned. The Coordinator will contribute to the academic success of grant students by collaborating with other team members and departments on the retention of students. Occasional evening and weekend hours.

Substitution Allowed: Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application

Instructions: Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ccc.commnet.edu/docs/BOR-Employment-Application-Feb-2014.pdf>) and college transcripts to:

Ms. Josephine Agnello-Veley
Director of Human Resources and Labor Relations
Capital Community College
950 Main Street, Hartford, CT 06103
CA-HRApplclicant@capitalcc.edu

No phone calls; submit only one application either via email or hard copy.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: rkelly@capitalcc.edu